



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/15/82	1. Agency Address Administrative Division Department of Veterans Service Floyd Veterans Memorial Bldg. Suite E-970 Atlanta, Georgia 30334	Application Number 82-611	
Application Number 14		Date Received OCT 15 1982	Date Completed JAN 19 1983
2. Person to Contact Harry B. Brown		Working Title Records Management Officer	Telephone Number 656-2308
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1930's		5. Records Series Title (followed by title used in office, if different) Veterans Service Client Index Card Files	
Latest Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Veterans Service is responsible for serving the veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs. The Dept. informs veterans and their dependents of all benefits authorized by Federal and State laws and assists them in filing applications/claims for benefits to which they are entitled; operates the State Homes for war veterans; serves as State Approving Agency for the Veterans Administration.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Referencing and locating Georgia veterans case files 3" x 5" cards identifying veteran's name, address, VSO Number, VA "C" number, Social Security number, Service numbers, DOB and date of service.	
File is arranged:		Alphabetically by name	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 4 cu. ft/yr			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | Permanent _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Original Cards (3"x5") - Maintain in office until microfilmed. After microfilming hold until verification of microfilm; then transfer to State Records Center; hold three (3) months; then destroy.

Microfilm (original fiche) - Transfer to State Records Center, hold 50 years in microfilm security vault, then destroy.

Microfilm (copies) - Maintain in office until no longer needed for reference.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Henry G. Chapman</i>	10-14-82	<i>Harry B. Brown</i>	10-14-82
Henry G. Chapman		Harry B. Brown State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Edward Wheeler</i>	12/22/82
	Secretary of State/Designee	<i>Edward Wheeler</i>	12-22-82
	Attorney General/Designee	<i>Edward Wheeler</i>	12-22-82